



CTP Steering Committee Handbook



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CORE COMMITTEE FOR THE COMPREHENSIVE TRANSPORTATION PLAN

CTP Core Committee Members & Their Chosen Representatives		
Core Committee Member	Core Committee Member Representative	Email
Town of Maysville		
Town of Pollocksville		
Town of Trenton		
Jones County		
Other Interests		
NCDOT, Division 2		
Division Planning Engineer	Jeff Cabaniss	jcabaniss@ncdot.gov

KEY STAFF TEAM

Patrick Flanagan	pflanagan@eccog.org	Down-East Rural Planning Organization
Hemang M. Surti	hmsurti@ncdot.gov	NCDOT – Transportation Planning Branch
Wayne C. Davis	wcdavis@ncdot.gov	NCDOT – Transportation Planning Branch

YOUR ROLE AS A CTP COMMITTEE MEMBER

Your role as a Steering Committee member is critically important to the success of the Comprehensive Transportation Plan (CTP):

- o **UNIQUE PERSPECTIVE:**

You represent a unique local viewpoint from within the community; you know the area well—its people and its resources. You have a feeling for what types of policies and strategies may work and what types may not.

- o **PLAN DEVELOPMENT:**

You should provide perspective and insight on information gathered as well as feedback on potential transportation improvements as they are developed. In doing so, you will play a critical part in shaping the future transportation network for decades to come. At the same time, you are not being asked to be a planner or writer; rather, you are to be a *sounding board* for the residents of the area.

- o **NETWORKING AND RECRUITMENT:**

You know others in the area who have a keen interest in the way in which the area's future transportation needs should be managed. These others may include friends, neighbors, business associates, or others vitally interested in the future of the area. By inviting these individuals to participate in the planning process, you can help make sure that all important viewpoints are embodied in the plan.

- o **PUBLIC MEETINGS FACILITATION AND SUPPORT:**

During the course of the project, you may be asked to help facilitate public meetings. Specific roles will be discussed and agreed upon before each meeting and may include: greeting/ signing people in, facilitating small groups, promoting discussion, summarizing meeting results, assisting with meeting room set up or take down, etc.

- o **PLAN PRESENTATION AND RECOMMENDATION.**

At the conclusion of the planning process, you may be asked to participate in the presentation of the CTP to the County and municipalities for their consideration of adoption.

OTHERS ROLES

2. **PLANNING BOARD:**

As the appointed City board most involved in land use management issues, the Planning Boards will also be asked to join in the initial orientation meeting for the CTP. Later, the Planning Board will also be invited to participate in the joint review session for the draft plan so as to provide comments on the plan to the CTP Committee. The CTP Committee will then consider the comments of the Planning Board during development of the final draft of the plan.

3. **RESOURCE ADVISORS (Full CTP Committee):**

Because there are so many interest groups and agencies involved in area issues, it will be important to proactively seek input from these various groups and agencies during the planning process. Representatives of stakeholder groups and agencies will be invited to participate as Resource Advisors for the Comprehensive Transportation Plan. Their perspectives and insights will be gathered through meetings and other communications. Examples of Resource Advisors may include local homebuilders, realtors, environmental groups, transportation officials, utilities providers, and local government officials from nearby jurisdictions.

4. **CITIZEN ADVISORS:**

In addition to involved agencies and organized groups, the Comprehensive Transportation Plan will also need to include the views of area citizens who have a vital interest in the area but who may not be part of an organized group. Any individual can be a Citizen Advisor to the plan simply by attending the scheduled public meetings for the plan. Citizen Advisors may be recruited to attend these meetings, in part, by members of the CTP Committee. This active recruitment is designed to involve a broad cross section of area residents in formulating the plan.

6. **KEY CITY STAFF/CONSULTANT TEAM:**

Down East Rural Planning Organization (LRRPO)

Patrick Flanagan, the Down East Rural Planning Organization's Planner, will serve as the staff person charged with coordinating administrative support for the Comprehensive Transportation Plan. She will also be working with committee members for the mechanics of meeting arrangements, such as securing meeting places, maintaining mailing lists, and distributing draft reports, notices, agendas, etc.

NCDOT

Hemang M. Surti, PE, Engineer with NCDOT- Transportation Planning Branch, working closely with the Down East RPO, will be responsible for guiding the Steering Committee through the CTP process, data gathering, technical analysis of the overall transportation system, and for facilitating the meetings of the Steering Committee and the general public during plan preparation. Mr. Surti will also be responsible for producing the preliminary and final drafts of the CTP maps and CTP report. He will suggest meeting agendas for consideration by the Committee and, with the Committee Chair, will help keep discussions focused and moving forward. Near the end of the planning process Mr. Surti will also assist the Core CTP Committee in reviewing the preliminary draft of the Plan with the Town Councils and Planning Boards.

Jones County Comprehensive Transportation Plan Organization and Management



The Jones County Commissioners provides direction to Core CTP Committee, early in the process as well as during review of draft plan; near the end of the planning process, they also hold a formal public hearing to consider adoption of the plan.

The Towns of Maysville, Pollocksville, and Trenton provides input on draft plan to Core CTP Committee.

Citizen Advisors and Resource Advisors (Full CTP Committee) provide input and perspective at organized public input meetings, as well as by letter, phone contact, etc.

Key Staff/NCDOT provides technical and administrative assistance, organizes public involvement process and prepares draft and final plan.

CTP Study Schedule

Start of Study Letter	Complete (December 2013)
Pre-kickoff CTP Meeting	Complete (February 2014)
First CTP Meeting	February 2014 (Pending)
Develop CTP Vision	April 2014 (Pending)
Collect/Forecast SE Data	June 2014
Develop Analysis Tool	July 2014
Deficiency Analysis	August 2014
Develop Draft CTP	December 2015
Draft CTP to Locals	March 2015
Local Adoption(s)	May 2015
NCDOT Adoption	July 2015
CTP Maps Distributed	July 2015
Documentation	August 2015
Study Close Out	August 2015

Jones County Comprehensive Transportation Plan

Jones County CTP Timeline – Proposed meeting element breakdown.

Meetings will tentatively be the # DAY of the month at TIME.

February ##, 2014 – First CTP Committee Meeting: Base Maps – What (highway map) streets to include in the CTP. Present Guidance for crafting Vision Statements, Goals, Objectives, and Measures of Effectiveness.

March ##, 2014 – Brainstorm vision statement and objectives. Begin development of the Public Input CTP Survey.

April ##, 2014 – Complete the Draft Vision Statement and Goals and Objectives and performance measures. Complete the Public Input CTP Survey for release to the public. Begin discussion of base year population and employment as well as future year (2040) population and employment projections.

Public Involvement – The survey is usually distributed and made available for a minimum of thirty days.

May ##, 2014 - Discuss and finalize base year population and future year (2040) population projections for the entire CTP Study Area (control total). We will need them to be approved by the committee at this meeting and by Jones County in June.

June ##, 2014 – Public Input CTP Survey summary results presented. Possible refinement of Vision, Goals, and Objectives based on Survey results. Develop Work Map with committee showing expected high growth areas (residential and employment), placed into traffic analysis zones. Present crash and bridge deficiency data.

July and/or August ##, 2014 (this may be one or two meetings) – Discuss the three multi-model components of the CTP. This includes:

- Bicycle component of the CTP. It will include discussion about what currently exists for cyclists, and, based on the Committee's goals and objectives, where improvements and new facilities need to go.
- Pedestrian component of the CTP. It will include discussion about what currently exists for pedestrians, and, based on the Committee's goals and objectives, where improvements and new facilities need to go

November ##, 2014 – Highway deficiencies includes the TPB Engineer updating the committee on existing roadway deficiencies and expected (2040) deficiencies, and solicit preliminary recommendations of ways to address the deficiencies.

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November 2014 or December 2014 – Public Involvement: There is the option for public engagement (workshop) at this point where the deficiency maps are shown and ways to address the deficiencies are solicited.

December ##, 2015 – TPB Engineer takes the findings of all recommendations and alternatives from the public to the committee, and they work together to develop the draft CTP.

January ## 2015 – TPB Engineer presents the initial draft CTP to the committee. Committee helps finalize CTP maps and documentation.

After review by NCDOT, the RPO staff takes the draft plan to the Jones County Commissioners informally to see if it is ok to take the draft plan to the public

February 2015 – Public involvement: Draft CTP to the public (usually beginning with a workshop) for comments – usually over a 30 day period.

April ##, 2015 – Meet back with the committee to review all comments and finalize plan to send to local officials for adoption.

<End of committee commitment to CTP process>

April/May 2015 – Local town adoptions of the plan

April/May 2015 – Jones County adoption of the plan

May 2015 – Down East Planning Organization endorsement of the plan

July 2015 – North Carolina Board of Transportation adoption of the plan and CTP maps distributed

By August 2015 – Jones County CTP Report completed and distributed